

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov
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Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
(512)239-0102



Internet: www.tceq.texas.gov
Fax: (512)239-0111

State Title: Natural Resources Spec IV
Functional Title:
Job Posting: 15217
Monthly Salary: \$4023.16 - \$4636.78
Salary Group: B21
Posting Date: 03/31/2015
Close Date: 04/15/2015
Section/Division: Air Quality Planning Section/ Air Quality Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 7311

Job Description:

Leads and participates in the development and implementation of the Emissions Banking and Trading (EBT) programs in the Air Quality Division of the Texas Commission on Environmental Quality (TCEQ). Oversees team activities; and assists with personnel management functions, which includes participating in the hiring process, staff development, providing input into performance management, monitoring time and attendance, etc. Distributes and monitors completion of EBT projects; advises work group members in technical matters to include evaluating rules and calculating emissions; reviews EBT projects; evaluates the quality, consistency, and efficiency of EBT procedures, and recommends improvements. Oversees special projects involving evaluating regulations; analyzing complex data; preparing required documents; presenting information to agency management and other interested parties; and coordinating with appropriate agency staff, other state and federal agencies, affected stakeholders, and the general public. Maintains the EBT database and program files; tracks EBT data and develops program reports; updates EBT website and ensures posted materials meet agency and accessibility standards. Assists agency staff, management, affected stakeholders, and the general public with matters related to EBT programs to include responding to inquiries, requests, or complaints; explaining related legislation, rules, policies, and procedures; and preparing required documents, guidance, or training materials.

Minimum Qualifications:

A bachelor's degree from an accredited college or university, with a major in a natural or physical science, engineering, environmental studies, or related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus five years of full-time experience in environmental activities.

One year of full-time experience in the field of environmental activities may be substituted for each year (30 semester hours) of the required education.

OR A master's degree from an accredited college or university in the degrees listed above (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus four years of the required experience.

OR A doctorate degree from an accredited college or university in engineering, science, environmental studies or related fields (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) plus three years of the required experience.

CAREER LADDER PROGRESSION:

Three years of full-time experience as a Natural Resources Specialist III at the TCEQ.

Special Requirements:

Moving up to 20 pounds of paper.

Traveling up to 20% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer